

Commonwealth of Virginia

REQUEST FOR PROPOSAL – ADDENDUM 3**Issue Date:** November 17, 2006**Issue Title:** Clinical Reference Laboratory Testing Services**Issuing Agency:** Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS) - P.O. Box 1797, Richmond, Virginia 23218-1797**Using Agency and Location Where Work Will Be Performed:** Statewide**Period of the Contract:** September 1, 2007 through August 31, 2009.**Renewals:** Contract may be renewed for four (4) additional periods of two (2) year duration upon mutual agreement between all parties and subject to availability of funding.

Proposals will be received for furnishing services described herein until:

Wednesday – January 17, 2007 - 3:00 PM EST**All inquiries for information shall be directed to:**

Proposal Preparation and General Procedural Queries:	Dick Myers 804-786-6632 Or Mike Oprysko 804-786-6562
Copies of RFP and Addendum:	

NOTE:**Offerors shall return this signed addendum with their submittal.****May be obtained at www.dmhmrsas.virginia.gov Click on link to Procurement/Solicitations and then click on link to Solicitations for the Office of Administrative Services and look for solicitation number assigned.**

IN COMPLIANCE WITH THE ABOVE REFERENCED REQUEST FOR PROPOSALS AND TO ALL THE CONDITIONS IMPOSED HEREIN, IN FACT OR BY REFERENCE, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED PROPOSAL OR AS MUTUALLY AGREED UPON BY SUBSEQUENT NEGOTIATION.

Offeror Name and Address:

Date: _____

By: _____

(Official Signature in Ink)

Printed Name: _____

Telephone: _____

FEI/FIN Number: _____

Title: _____

The following change is hereby made to the above-referenced Request for Proposal:

- 1) **Section 9.0 (SPECIAL TERMS AND CONDITIONS), Number 9.9 Participation of Small Businesses and Businesses owned by Women and Minorities is deleted from the RFP.**
- 2) **Add the following SPECIAL TERM AND CONDITION, to Section 9.0, as a new 9.9 (Small Business Subcontracting and Evidence of Compliance), which reads as follows:**

9.9 SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to small businesses. This shall include DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors, on a quarterly basis, by providing the purchasing office at a minimum the following information: name of small business, phone number, total dollar amount subcontracted, category type (small, small women-owned, small minority-owned, women-owned, or minority-owned), and type of product/service provided (See Attachment 1).

- 3) **ATTACHMENT 1 (Contractor's Report on Subcontracting) is replaced in its entirety with the attached and has revised definitions for small, women, and minority businesses. Also, all small businesses must be certified by the Commonwealth of Virginia, Department of Minority Business Enterprise (DMBE) to participate in the SWAM program. Certification applications are available through DMBE online at www.dmbe.virginia.gov (Customer Service).**
- 4) **Add ATTACHMENT 3, Small Business Subcontracting Plan (4 Pages attached) to the RFP. ATTACHMENT 3 shall be completed and returned with the Offer for evaluation.**
- 5) **Section 7.0 (EVALUATION AND AWARD CRITERIA) Number 7.1.8 "Small Business Subcontracting Plan" is added to the evaluation criteria.**

Offeror's are required to sign above and return this Addendum with the offer acknowledging receipt and acceptance of this change by the Offeror.

CONTRACTOR'S REPORT ON SUBCONTRACTING

CONTRACT NUMBER: _____ for (Service or Commodity)

The following dollar amount of goods or services were obtained from subcontractors who are considered to be small minority-owned businesses (SM); small women-owned businesses (SW); small businesses (S); minority-owned businesses (M); or women-owned businesses (W) during the past calendar quarter for work or products directly traceable to the fulfillment of: of the above-stated contract.

Name of Subcontractor	Type: SM, SW, S, M, or W	Subcontractor's Phone Number	Services/Products Provided	Dollar Amount Spent
			A) Total this page	
			B) Total from additional pgs.	
			C) Total Dollars (A&B)	
			D) Total Quarterly Value of Contract	

Note #1: This report must be submitted to the purchasing agency within 15 days after the end of each contract calendar quarter.

Note #2: The definitions of reportable subcontractors are as follows:

- Small Business: "Small business " means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: DMBE-certified women- and minority-owned businesses shall also be considered small businesses when they have received DMBE small business certification.
- Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.
- Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both

the management and daily business operations are controlled by one or more minority individuals.

Small Business: "Small business " means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: DMBE-certified women- and minority-owned businesses shall also be considered small businesses when they have received DMBE small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All businesses must be certified as small businesses by the Commonwealth of Virginia, Department of Minority Business Enterprise (DMBE) to participate in the SWAM program. Certification applications are available through DMBE online at www.dmbv.virginia.gov (Customer Service).

Bidder/Offeror Name: _____

Preparer Name: _____ Date: _____

Instructions

- A. If you are certified by the Department of Minority Business Enterprise (DMBE) as a small business, complete only Section A of this form. This shall include DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification.
- B. If you are not certified by DMBE as a small business and plan to subcontract part of this contract with a DMBE certified business, complete only Section B of this form.
- C. If you are not certified by DMBE as a small business and cannot identify any subcontracting opportunities to subcontract part of this contract with a DMBE-certified business, only provide the information requested in Section C of this form.

Section A

If your firm is certified by the Department of Minority Business Enterprise (DMBE), are you certified as a (check only one below):

- _____ Small Business
- _____ Small and Women-owned Business
- _____ Small and Minority-owned Business

Certification number: _____ Certification Date _____

Section B

Populate the table below to show your firm's plans for utilization of DMBE-certified small businesses in the performance of this contract. This shall include DMBE-certified women-owned and minority-owned businesses that meet the small business definition and have received the DMBE small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

B. Plans for Utilization of DMBE-Certified Small Businesses for this Procurement

Small Business Name & Address DMBE Certificate #	Status if Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Contract Involvement	Planned Annual Contract Dollar Expenditure Amount
Totals \$					

Section C

Respond to how your business has met or exceeded at least two of the following indicators within the past 24 months. Your response may include any good faith efforts made regarding this procurement.

C. Good Faith Effort Indicators by the Bidder/Offeror

1. Identify areas of work your business has subcontracted to DMBE-certified small businesses for other contracts. Include company names, dates, dollar amounts, and percentages on a per contract basis.
2. List research efforts conducted by your business in the past to locate DMBE-certified small businesses by advertising in publications or in the classified section of the newspaper where small businesses are likely to see it. List specific publications and dates.
3. List small business outreach meetings, conferences, or workshops conducted by your firm to locate DMBE-certified small businesses—including the dates, participation numbers, and results.
4. Provide documented correspondence (i.e., certified mail, email, receipt of fax transmissions, etc.) to small businesses from the lists provided by DMBE and other outreach agencies and organizations which indicates your solicitation of such for utilization of subcontracting opportunities on other contracts for which your business has competed.
5. List areas of work which your business has subcontracted with DMBE-certified small businesses for upcoming contracts—including the name of the business, certification number, dates, dollar amounts, and percentages on a per contract basis.
6. Provide documentation of any assistance offered to interested small businesses in obtaining bonds, lines of credit, and/or insurance for any present or past contracts your business has in place.
7. Provide documentation of follow-up on initial contacts with DMBE-certified small businesses (e.g., telephone call logs, emails, certified letters, etc.). Be sure to list the small business name and dates of contact.